

**GOVT OF NCT OF DELHI
DEPARTMENT OF FORESTS AND WILDLIFE
A-BLOCK, 2ND FLOOR, VIKAS BHAWAN
IP ESTATE, NEW DELHI-110002**

F.1(291)/DCF(HQ)/Estt/WorkAllocation/2023/15616-19

Dated: 06.2.26

WORK ALLOCATION ORDER

In supersession of previous orders issued in this regard, the work allocation in r/o officials posted in Establishment Branch is hereby ordered as under:-

S. No.	Name of the Official	Work Allocated
1.	Sh. Sanjeev Narayan, ASO	Maintenance & custodian of Service Books, Personal File and all related matters in r/o Gazetted Officers such as Recruitments Rules, Transfer & Posting, Promotion, Pension, MACP, NFSG, Training, Leave etc. Important works regarding creation & filling up of vacant posts of ACF, Forest Ranger, Ministerial Cadre, Statistical & Planning Cadre, Accounts Cadre & IT Cadre. Framing of Recruitments Rules for the post of ACF, Veterinary Doctor & Compounder, Legal Advisor cum consultant. All CVC complaints and references. RTI matters pertaining to seat. Maintenance of CL accounts of all officers, staff & contractual employees Other misc. work being assigned from time to time.
2.	Sh. Amarjit Kumar, Sr. Asstt.	Maintenance & custodian of Service Books, personal file and all related matters in r/o Wildlife Inspector & Forest Guards such as Recruitment, Recruitments Rules, Transfer & Posting, Promotion, MACP, NFSG, Training, Leave etc. RTI matters pertaining to seat. Other misc. work being assigned from time to time.
3.	Sh. Pardeep Kumar, Sr. Asstt.	Maintenance & custodian of Service Books, personal file and all related matters in r/o DRO, Foresters, Labourers, Wildlife Guard & Peon/Non-peon such as Recruitment, Recruitment Rules, Transfer & posting, promotion, MACP, NFSG, Training, Leave etc. RTI matters pertaining to seat. Misc. reports sought by Services Department/Other Deptts. Other misc. work being assigned from time to time.

4.	Sh. Sandeep Kumar, Sr. Asstt.	Maintenance & custodian of Service Books, personal file and all related matters in r/o ASO, Forest Ranger, Sr. Asstt., Jr. Asstt., Stenographer, Personal Assistants & drivers such as Recruitment, Recruitment Rules, Transfer & Posting, Promotion, MACP, NFSG, Training, Leave etc. RTI matters pertaining to seat. Matters relating to appointment on compassionate ground. Other misc. work being assigned from time to time.
4.	Sh. Bhola, Forest Guard	GPF, Leave Encashment on Retirement of employees from divisions, Medical Bill reimbursement. RTI matters pertaining to seat. Other misc. work being assigned from time to time.
5.	Sh. Ashok, MTS (Contractual)	File movement, typing work, record maintenance of Estt. Branch. Other misc. work being assigned from time to time.

Section Officer (Establishment) shall be the overall incharge of the Establishment Section at the headquarters.

All employees shall maintain their daily work register in the format prescribed by the Department.

This issues with the approval of Competent Authority.

(Vipul Pandey)
DCF(HQ)

Dated: 06.2.26

F.1(291)/DCF(HQ)/Estt/WorkAllocation/2023/15616-19
Copy to:-

1. CCF(A), Deptt. of Forests & Wildlife, GNCT of Delhi for information
2. CF (HQ), Deptt. of Forests & Wildlife, GNCT of Delhi for information.
2. Officials Concerned.
3. Guard File.

Digitally signed by
Vipul Pandey
Date: 06-02-2026
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